Memorandum

Date:

May 7, 2010

To:

Modesto Area

Attention: Captain L. C. Duncan

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.13842.010

Subject:

2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Modesto Area was conducted August 28, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 24, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 740 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 59 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	299	40.41%	23.03	24
Telecommunications	259	35.00%	19.95	20
Fleet	42	5.68%	3.24	4
Weapons	140	18.92%	10.78	11
Total	740	100%	57.00	59

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 45 of the 59 items were located. One item was transferred out of the Area using a CHP 331, Radio Extender Adjustment Record form and thirteen of the items were unavailable during the inspection. Photographs of all thirteen items were provided to the PI by the Area between March 24, 2010 through March 29, 2010. Furthermore, one item inspected requires a replacement tag. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, all 26 items reconciled.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Modesto Area Page 3 May 7, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. SANTIAGO, CIO, CLEA Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field Central Division **Telecommunications Section** Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

OFFICE OF INSPECTIONS, PROPERTY INSPECTION DISCREPANCY REPORT MODESTO AREA March 24, 2010

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
	MOTORCYCLE-							
1	REPEATER	R5642			X			Needs new decal
								See attached memorandum and CHP
2	HAND-HELD RADIO	R64716				X		331

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL 2010 ICU PROPERTY INSPECTION REPORT MODESTO AREA - 465

	Asset #	Description	Serial #	Y	N	Α	Т	С	Other/Comments
	Pr	operty inspection list to equipment							3333, 331111313
_1	103411	RADAR MOUNTED UNITS STALKER P047139	DC9422	X					
2	135856	COMPUTER	2UA447046V	X					
3	135861	COMPUTER	2UA447045Z	X					
4	138898	COPIER	56002013	X					
5	141623	COMPUTER	2UB54403FP	X					
6	142172	DIGITAL CAMERA	J33025647	X					
7	145026	COMPUTER	2UA6240GR3	X					
8	146223	CAMCORDER	071G6468	X					
9	149437	COMPUTER	2UA7100SZ3	X					
10	152133	VOICE RECORDER	100114426	X					Photo
11	159117	PAS DEVICE INTOX ALCOSENSOR IV	082521	X					Photo
12	159960	LIDAR SPEED ENFORCEMENT SYSTEM	TS000530	X					Photo
13	159964	LIDAR SPEED ENFORCEMENT SYSTEM	TS000534	X					
14	160354	LAPTOP	0004543178	X					
15	160362	LAPTOP	0004543190	X					
16	160375	LAPTOP	0004543175	X					
17	160380	LAPTOP	0004543184	X					
18	160391	LAPTOP	0004543200	X					
19	165847	LAPTOP	4639341	X					Photo
20	165869	LAPTOP	4639337	X					
21	80225	DICTATOR PORTABLE MOD 2500	76304604	X					
22	XAK001	LCD PROJECTOR		X					
23	XBF025	MOBILE VIDEO RECORDER SYSTEM		X					
24	XRR0590	ALCOHOL SCREENING DEVICE/CASE P037047	18435	X					
1	160388	LAPTOP	0004543168	X					
2	148611	COMPUTER	2UA70905DT	X					
3	139960	PRINTER	CNDXB12804	X					
4	106751	CAMCORDER MODCCDTR940 P0465D7020	26629	X					
5	149446	COMPUTER	2UA7100T1T	X					
6	149439	COMPUTER	2UA7100T32	X					
7	160405	PRINTER	JPRFH20438	X					

CALIFORNIA HIGHWAY PATROL 2010 ICU PROPERTY INSPECTION REPORT MODESTO AREA - 465

8	145191	PRINTER	CNGXF62838	X			
9	160482	COMPUTER	MXL8231B7S	X			
10	149438	COMPUTER	2UA7100SZK	X			
11	143514	PRINTER	CNGXG13641	X			
12	104958	SCANNER SCANJET 5100CXI P0401H7036	MX7CM122Q4	X			
13	123119	PRINTER DESKJET 960CXI	MX15V1Z2P5	X			

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL 2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT MODESTO AREA - 465

	Asset #	Equipment Type	Lic/Veh #	Lic/Veh #	Serial #	Y	N	Α	Т	С	Other/Comments
	Property	inspection list to equipment		•							
1	R44486	Mobile Repeater	1248393		7546225	X					
2	R46492	Mobile Repeater	D1686	6DJT368	7725441	X					
3	R49637	Mobile Repeater	1288873		7821032	X					
4	R51138	Scanner	1290374		95004604	X					
5	R53799	Fixed Receiver - rack type			8558327	X					
6	R56064	Scanner	D1686	6DJT368	55002737	X					
7	R5642	Motorcycle - Repeater				X					Needs new sticker
8	R59439	Telephone System	STACATT			X					
9	R62178	Hand-Held Radio	18274		402AWW6132	X					Photo
10	R63534	Hand-Held Radio	18059		402AWY1152	X					Photo
11	R64015	Hand-Held Radio	11262		402AWY0917	X					
12	R64716	Hand-Held Radio	18800	MM 09-018	402AWY7605				x		Delete assigned officer identification number, see attached CHP 331
13	R65841	Hand-Held Radio	18894	MM 09-045	402AWY9623	X					
14	R68778	Hand-Held Radio	17273		402AXE8784	X					Photo
15	R71025	Battery Charger - Radio				X					
16	R71026	Battery Charger - Radio				X					
17	R76547	Control Head - Mobile	1248383			X					2
18	R77435	Control Head - Mobile	C1926E	1014909		X					Photo
19	R78805	Control Head - Mobile	1248541			X					
20	R82335	Mobile Repeater	1248541		734211	X					
	Equi	pment to inventory list									
1	R89395	Control Head - Mobile	1270565			X					
2	R59387	Analyzer/Conditioner - Radio				X					
3	R5260	Motorcycle - Repeater	M8887		T00260	X					
4	R86651	Motorcycle Radio	M8887	87A30	9514733	X					
5	R98036	Control Head - Mobile	1290374			X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT D

CALIFORNIA HIGHWAY PATROL 2010 FLEET INSPECTION MODESTO AREA - 465

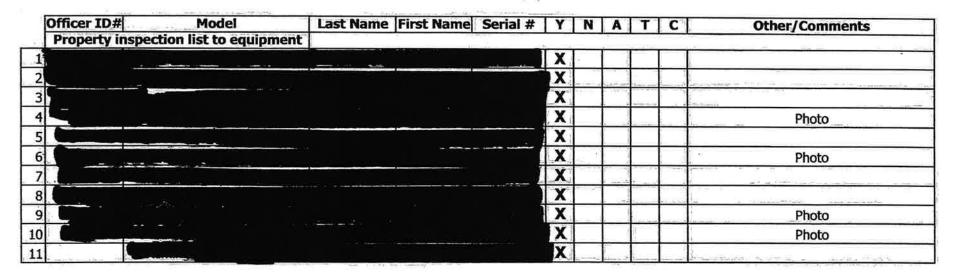
Γ	Equipment ID	License Number	Manufacturer	Model	Υ	N	Α	T	C	Other/Comments
	Property in	nspection list to ed	Juipment							
1	1270362	1270362	Ford	CRNVIC	X					
2	M8887	E87A30	BMW	R1150RT	X					
3	M9435	E95A28	BMW	R1150RT	X					Photo
4	T224	E00041	UNK	Motor Trir	X					
	Equipment to	inventory list								
1	1248221	1248221	Ford	CRNVIC	X					
2	1270894	1270894	Ford	CRNVIC	X					8
3	1270802	1270802	Ford	CRNVIC	X	13				
4	1248572	1248572	Ford	CRNVIC	X					
5	1270499	1270499	Ford	CRNVIC	X					
6	1248360	1248360	Ford	CRNVIC	X					
7	1270565	1270565	Ford	CRNVIC	X					
8	1290374	1290374	Ford	CRNVIC	X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

CALIFORNIA HIGHWAY PATROL 2010 WEAPONS INSPECTION REPORT MODESTO AREA - 465



LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT F (SUPPORTING DOCUMENTATION)

Memorandum

Date:

June 30, 2009

To:

Assistant Commissioner, Field

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

West Los Angeles Area

File No.:

565.12945.14022

Subject:

ANNUAL INVENTORY OF EXTENDER RADIOS

On June 30, 2009, the West Los Angles Area completed the inventory of radio extenders in accordance with HPM 11.2, Materials Management Manual, Chapter 8. The attached CHP 331, Radio Extender Adjustment Record reflects extender radio Corrections, Deletions, Additions and Transfers are based on the information contained in the 2009 Radio Extender Inventory and Assignment Report.

Telecommunications Equipment - Corrections, Deletions, Additions and Transfers:

R62104-Correction/Deletion: This extender radio is erroneously assigned to Officer Allen, #19232. It has been physically verified that Officer Allen is in possession of extender R69082. An inquiry of R62104 was made through the use of the CHP Intranet "Asset Look Up" revealing the extender radio is assigned to DGS.D.0326.0.

R69082-Correction/Addition: Officer Allen, #19232 is in possession of extender R69082. An Asset Look Up inquiry revealed the extender is assigned to location 501.00.00.0.

R62177-Correction/Transfer: Assigned to Officer A. Scott, #17849. He has transferred and is currently assigned to Porterville-481. Asset Look Up reflects the extender is still assigned to West Los Angeles.

R62308-Correction/Deletion: The 2009 Assignment Report indicates this extender is assigned to Officer S. Young, #11089. Officer Young separated from the department in 2008. Sergeant Sandoval collected all of his state equipment including his extender radio. Officer Young did not surrender extender R62308 because it was not in his possession. He surrendered extender R63004 which via Asset Look Up is assigned to location 091.00.00.A. All state equipment was transported and delivered to Business Services Section, Supply Services Unit and Telecommunications Section. Copies of the credit memo will be attached to his memorandum.

Assistant Commissioner, Field Page 2 July 1, 2009

R65861-Correction/Transfer: Assigned to Officer A. Busalacchi, #18407. He has transferred and is currently assigned to Modesto-465. Asset Look Up reflects he is still assigned to West Los Angeles.

R63010-Correction/Transfer: Assigned to Officer L. Markey, #15884. He has transferred and is currently assigned to South Los Angeles-530. Asset Look Up reflects he is still assigned to West Los Angeles.

R64183- Correction/Transfer: Assigned to Officer J. Chan, #18352. He has transferred and is currently assigned to Rancho Cordova-260. Asset Look Up reflects he is still assigned to West Los Angeles.

R64716-Correction/Delete: Officer A. Palazuelos, #18800 is not in possession of this extender. Asset Look Up reflects he is still assigned to West Los Angeles. The 2006 and 2007 Radio Extender Inventory and Assignment Reports were reviewed in search of R64716 with negative results. It appears that for the past few years, this extender was assigned to 565 however the assignment reports do not identify a specific employee associated with this radio.

R67868-Correction/Transfer: Assigned to Officer A. Palazuelos, #18800. He has transferred and is currently assigned to Modesto-465. Asset Look Up reflects this extender radio is assigned to San Francisco-335.

R68809-Correction/Transfer: Assigned to Officer J. Barnthouse, #17881. He has transferred and is currently assigned to Grass Valley-230. Asset Look Up reflects this extender radio is still assigned to West Los Angeles.

R66776-Correction/Transfer: Assigned to Officer S. Chavez, #18230. He has transferred and is currently assigned to Bridgeport-820. Asset Look Up reflects this extender radio is still assigned to West Los Angeles.

R67125-Correction: The assignment report reflects this extender is assigned to Officer D. Morrison, #11627. Officer Morrison retired in 2008. This extender radio is now assigned to Officer M. Pullum, #16943.

R65450-Correction/Addition: Officer J. Rayburn, #14751 transferred in from Central Los Angeles. Asset Look Up reflects this extender radio is still assigned to Central Los Angeles.

R67529-Correction/Deletion: This extender is assigned to an Officer with ID # 18043. According to the CHP Novell eGuide Directory Search, an employee bearing that ID number does not exist. Asset Look Up similarly reflects this R# is also non-existent.

Assistant Commissioner, Field Page 3 July 1, 2009

R68549-Correction/Transfer: Assigned to Officer R. Ripley, #18251. He has transferred and is currently assigned to Modesto-465. Asset Look Up reflects he is still assigned to West Los Angeles.

R68673-Correction/Deletion: The 2009 assignment report lists extender radio R68673 to Officer A. Saig, #18448. Asset Look Up indicates R68673 is assigned to DGS.D.0326.0. Officer A. Saig is in possession of R61044 assigned to West Los Angeles.

R68685-Correction/Deletion: The 2009 assignment report erroneously lists R68685 to Officer S. Griffiths, #16914. Asset Look Up indicates R68673 assigned to DGS.D.0326.0. Officer S. Griffiths is in possession of R65557 assigned to West Los Angeles.

R61706-Correction/Addition: Officer P. Kensinger, #16020 re-instated with the Department and was assigned this extender radio. Asset Look Up indicates R61706 assigned to Southern Division-501.

R62276-Correction/Addition: Officer C. Bratcher, #18143 transferred in from South Los Angeles. Asset Look Up reflects he is still assigned to South Los Angeles.

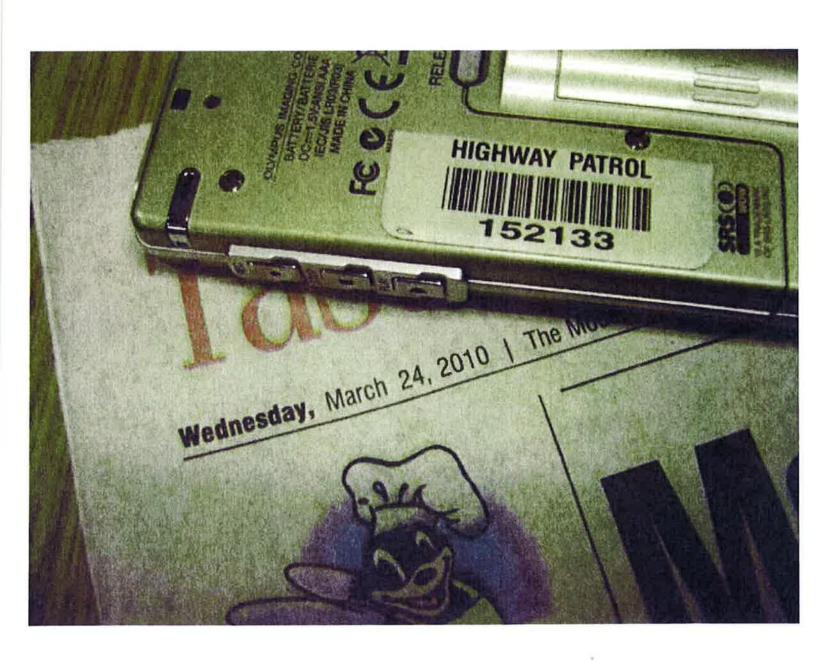
R62706-Correction/Deletion: Asset Look Up indicates this extender radio is assigned to West Los Angeles. The report however does not connect this radio with an employee ID number. Upon review of prior year radio extender inventory and assignment reports, this radio was tracked to Officer T. Johnson, #17339. In essence, Officer Johnson was assigned to the Southern Division Recruitment Unit from 2004 through 2006. In 2006, Officer Johnson was off on maternity leave leaving this radio extender at Southern Division, Glendale. Upon her return from maternity leave, she reported for duty at the West Los Angeles Area. Not possessing a radio extender, she telephoned Southern Division for her radio which could not be located. West Los Angeles issued her extender radio R67045. See attached memorandum prepared by Officer Johnson.

If you have any questions, please contact Officer A. Clay or J. Rayburn at (310) 642-3939.

E. J. GINGRAS, Captain Commander

cc: Attachments

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HICHWAY PATROL DATE RADIO EXTENDER ADJUSTMENT RECORD 06-25-2009 CHP 331 (Rev. 4-06) OPI 047 TO FROM (COMMAND) LOCATION CODE Telecommunications Section West Los Angeles TELEPHONE NUMBER DATE PHYSICAL INVENTORY PERFORMED PERSON CONDUCTING INVENTORY ✓ Public ☐ CALNET (310) 642-3939 Officer A. Clay, #16775 06-01-2009 Report complete all - all items located Make changes listed below T = TRANSFER A = ADDITION C = CORRECTION to PRINTOUT (Check Box In Appropriate Area) D - DELETION TO LOC. CODE EMPLOYEE I. D. AY C D CHP TAG NUMBER SERIAL NUMBER C R62104 402AWUE876 19232 565 R69082 19232 402AXE8563 17849 481 R62177 402AWW6113 402AWW5956 11089 R62308 18407 465 R65861 402AWY9484 15884 530 R63010 402AWW6583 260 18352 R64183 402AWY1492 1 R64716 402AWY7605 18800 1 465 R67868 402AXA3986 18800 230 R68809 402AXE8747 17881 820 18230 R66776 402AXA4337 1 16943 R67125 402AXA3713 1 565 14751 R65450 402AWY6799 R67529 402AXA4418 18043 R68549 465 402AXE8362 18251 1 R68673 402AXE8777 18448 16914 R68685 402AXE8320 565 16020 R61706 402AWUG053 565 R62276 18143 402AWW5215 402AWW4856 R62706 COMMANDER'S SIGNATURE



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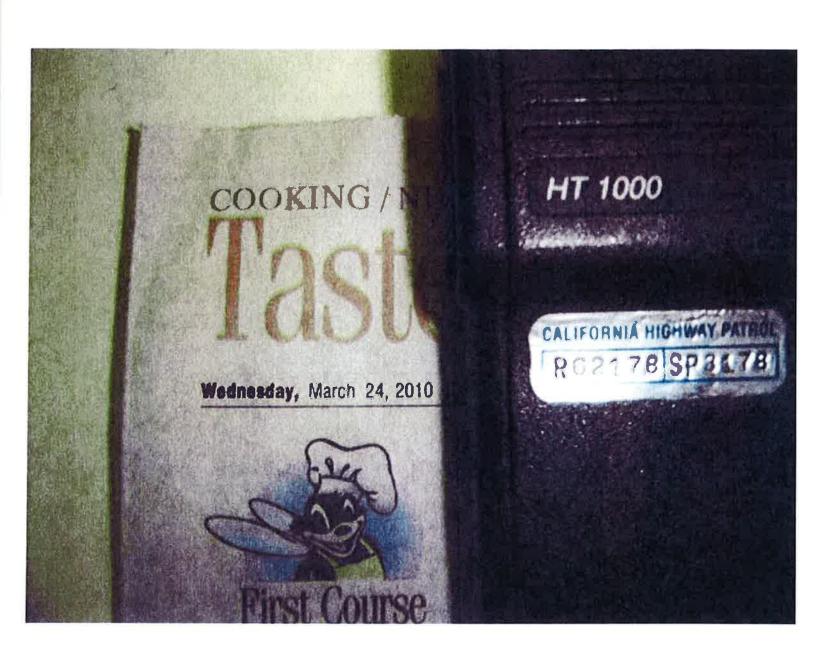
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ICU#19



TELECOMM # 9



TELECOMM #10



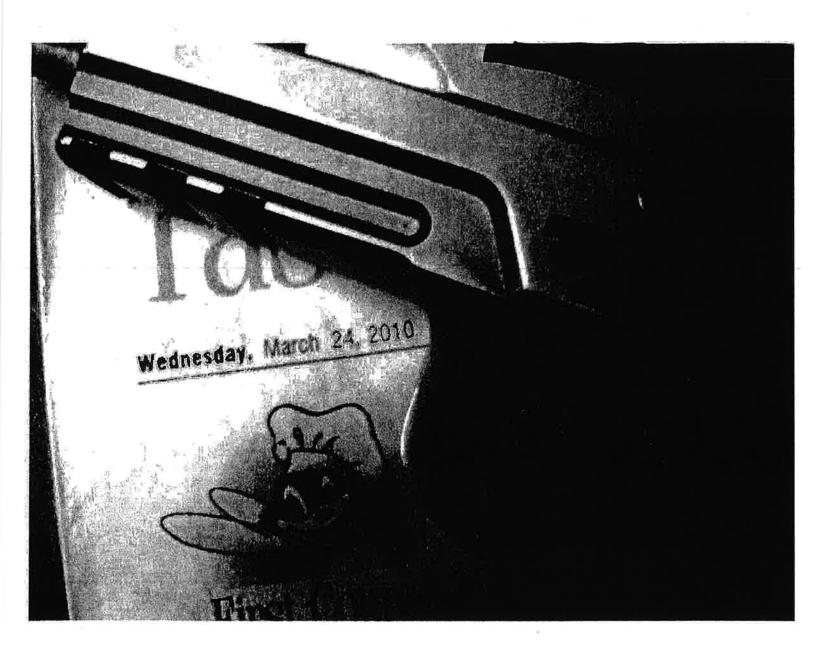
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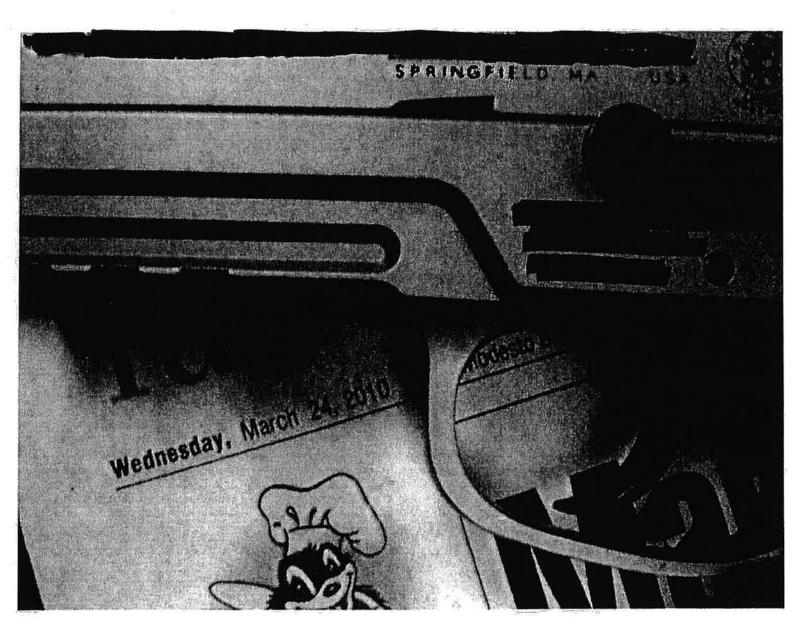
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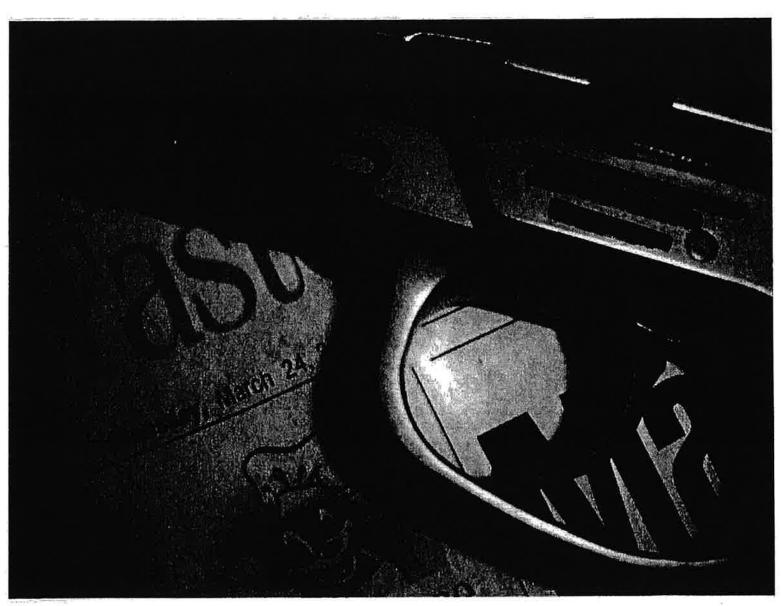
FLEET #3



WEAPONS #4



WEAPONS #6



WEAPONS #9



WEAPONS #10